

DRAFT V1.2

January 12, 2006

Management and Use of Government Aviation Resources

Overview

The leadership at the Department of Health and Human Services (DHHS) will consider the use of available air transportation resources provided by existing Federal aircraft assets as well as other safe and reliable privately held Chartered commercial air transportation in the United States to support a wide range of Health and Human Services related missions.

These resources may generally be pressed into service in response to urgent and compelling circumstances that arise due to national emergencies and/or security concerns. In each facet of the planned or actual "Chartered" aircraft use or travel, economic valuations will be a pivotal part of the leadership's final decision to proceed with a charter aircraft solution versus ordinary commercial passenger modes of travel.



Economic Valuations are the Key
to Proper Use of Chartered
Aircraft

Every effort will be made to choose the best, most safe and least costly air transportation solutions that fit the constraints of 41 C.F.R. Parts 101-37,300-3, 301-10 and 301-70.

This policy document is being provided in electronic form. The latest version of this document will be found on The Logistics SuperSite on Know Net under Law, Regulation, Policy & Guidance > Agency Policy > HHS Logistics Policy at <http://www.knownet.hhs.gov/log/AgencyPolicy/hhs.htm>

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**The Goal is to
Implement Stream-
lined Control and
Reporting Processes**

Single Focal Point

**Division of
Logistics
Policy
(DLP)**

**Government
Aircraft
Management
Office**

202-720-1904

U.S. Department of Health and Human Services Departmental Policy Management and Use of Government Aviation Resources

January 12, 2006

The Goal & The Objectives

The goal of the HHS Departmental Policy on the Management and Use of Government Aviation Resources is to implement a simplified, streamlined control and reporting process to expedite the Secretary and/or his/her team or other OPDIV/STAFFDIV's Senior Executive use of Government Aircraft.

The objectives of the HHS Departmental Policy on the Management and Use of Government Aviation Resources are to:

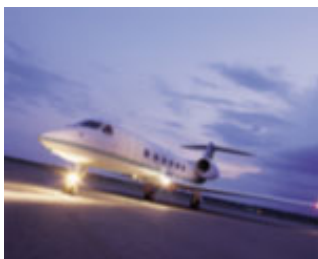
- Establish a single administrative focal point with consistent business process procedures that will facilitate use of "Government Aircraft" and provide controls in accordance with OMB Circular No. A-126.
- Reduce delays associated with review and approving Senior Executive Travel while using Government Aircraft.

This book has been prepared in support of the stated goal and objectives. The latter serves as the OS Government Aircraft Policy guidance as well as the focal point for an administrative process, control and reporting for matters related to management and use of Government Aircraft.

Background

To insure good policy and practice and to be prepared for audits, we are setting up, through this book, a methodology that meets the intent of OMB Circular No. A-126 (Revised) May 22, 1992. If an audit takes place at a subsequent time, going forward, and it is determined, at that time, that the [process] does not meet the OMB criteria, then we can "fix" the process accordingly. For now, we propose to make this process available at the ASAM level, as the delegated signatory for the HHS Travel and Government Aircraft Use.

Further we propose that, unless there is a compelling reason to execute more oversight than is outlined in the book, there should be no reason to delay any future travel arrangements going forward.



**Insuring Good Policy,
Good Practice and Being
Prepared for Audits**

Authorities, Policies and Procedures

The book references:

Authorities

Accounting Act of 1921, as amended; the Budget and Accounting Procedures Act of 1950, as amended; Reorganization Plan No. 2 of 1970, Executive Order 11541 and 31 U.S.C 1344

HHS Policy

HHS Logistics Management Manual 103-37.5003, § A, B and C

Procedures (Controls/Reporting Documents)

A. ASAM Checklist required for "Authorization for Use of Chartered Government Aircraft" Approval Procedures

"All authorizations for Charter flights or other government aircraft must be approved by the Assistant Secretary for Administration and Management (ASAM) – the Department's designated aircraft approval official - prior to submission to the General Counsel.

B. OGC Review (If required)

1. ASAM/GC/ASBTF Memo Guidance Dated April 11, 2005
 - OPDIVs or STAFFDIVS Guidance "Official Travel"
 - OPDIVs or STAFFDIVS Guidance "Required Use of Government Aircraft"
 - OPDIVs or STAFFDIVS Guidance "Personal & Political Travel"
 - OPDIVs or STAFFDIVS Guidance "Contracting for Chartered Aircraft"
2. OPDIVs or STAFFDIVS must route all authorizations for Charter flights or other government aircraft the Assistant Secretary for Administration and Management (ASAM) before sending the package to the Office of General Counsel where [it] must have been endorsed or preapproved by the Department's designated aircraft approval official prior to submission to the General Counsel.
3. Federal Travel Regulation (FTR) that differs from OMB-126

C. Memorandum of Understanding (MOU) and/or Memorandum of Agreements (MOA) with Aircraft Service providers and other service options.

1. US Department of the Interior – National Business Center Aviation Management dated 8/12/05
2. US Department of Transportation/FAA – Aviation Systems Standards (AVN)

D. Options for Government Aircraft Services. (Provided as Examples only)

NetJets
Air Partners
www.Charterx.Com



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ASAM Authorization for Use of Chartered Government Aircraft



Secure All Necessary Approvals Before Asking the Contracting Office to Award a Purchase Order or Contract to a Charter Aircraft Service

All authorizations for Charter flights or other government aircraft must be approved by the Assistant Secretary for Administration and Management (ASAM) – the Department's designated aircraft approval official - prior to submission to the General Counsel.

A key part of the process is the completion of the ASAM Authorization for Use of Chartered Aircraft procedure. You must provide the following information to ASAM:

Who is Traveling?

- Name and Title of HHS Employees Traveling
- Are any of these HHS employees senior Federal Officials?
- Name Organization and Title of Other Federal Employees Traveling
(write N/A if none)
- Name Organization and Title of Non-Federal Employees Traveling
(write N/A if none)
- Total Number of Travelers

Where and When Are They Traveling?

- Charter Origination Location
- Charter Origination Date
- Charter Layover/Stop Location
- Charter Layover/Stop Location
- Charter End Location
- Charter End Date

Charter Airplane Information

- Charter Aircraft Company being Utilized
- Total Cost of Charter
- Passenger Seat Capacity of the Charter Airplane

What is the purpose and necessity of conducting the trip?

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ASAM Authorization for Use of Chartered Government Aircraft (Continued)

Reason for Use of Charter (May Be One or Both)

1) There are no scheduled commercial flights available to meet the requirements of the Government.

- Provide explanation and justification.
- Prepare and submit, with this document, a brief schedule discussion, to support the basis for the charter request.

2) The use of charter aircraft is less expensive than the use of commercial aircraft.

- Provide explanation, cost analysis and justification
- Prepare and submit, with this document, a summarized cost comparison I/A/W OMB Circular A-126 Part 14.

Additional Resources

Memoranda

- April 11, 2005 Memorandum: Changes in Regulations Regarding Use of Charter Planes and Other Government Aircraft

Decision Trees

- HHS/OS/ASAM Travel Guidelines on Government Aircraft
- Flowchart and Decision Process - Use of Government Aircraft for "Space Available" Travel
- Flowchart and Decision Process - Use of Government Aircraft for Travel by Senior Federal Officials & Senior Executive Branch Officials

Interagency Agreements

- Sample Interagency Agreement

Procedures

- OPM - Operational Aircraft Procedural Memoranda

Vendors (Provided as Examples Only)

- Air Partners
- CharterX
- Net Jets



Schedule Availability and/or Cost May Be Reasons a Charter is Justified

**Use the ASAM
Authorization
for Use of
Chartered
Government
Aircraft Online
Form at:**

**To Be
Announced**



All Travel on Charter Aircraft is Reported to GSA and Is Likely to Be Subject to Great Public Scrutiny